# Chapter 3

# NAF RPA

# Chapter Overview

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**Introduction**     This chapter describes the NAF RPA and the taskflow buttons to access unique NAF Descriptive Data Fields (DDF)s.

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**Chapter Contents**

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**Before You Begin**     The NAF RPA is similar to the appropriated RPA.  The NAF RPA is used for the Army DA Form 3434 and the Air Force From 2545.

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# NAF RPA

| | |
|---|---|
| **Purpose** | This section describes the NAF RPA.  Army and Air Force have a separate RPA Navigation List. |

| | |
|---|---|
| **Responsibility** | **CIVDOD NAF HR MANAGER (ARMY)**<br>**Navigation Path** → *Req for NAF Personnel Action* → *Appointment* → **<Open>** |

| | |
|---|---|
| **Responsibility** | **CIVDOD NAF HR MANAGER (AF)**<br>**Navigation Path** → *Req for NAF Personnel Action* → *Appointment* → **<Open>** |

# NAF RPA, Continued

**NAF RPA**

Page 1 of 4 of a NAF Army Appointment:



Page 2 or 4:

# NAF RPA, Continued

**NAF RPA
(Cont)**

Page 3 of 4:

Request for Personnel Action (NAF Army Appointment, Routing Group:CIVDODHR)

Employee          SSN          Nature of Action

Requesting Info | Position Data | **Employee And Position Data** | Remarks And Address

**EMPLOYEE DATA**

23 Veterans Preference | 24 Family Member Employment Pref | 25 Assigned Shift

26 AF Group Health Insurance | 27 Annuitant Indicator | 28 Pay Rate Determinant

29 Retirement Code | 30 SCD Leave | 31 SCD LOS | 32 SCD BBA | 33 AF Group Life Insurance

34 Military Status | 35 Dependent Status | 36 Guaranteed Wk Hrs | 37 Qtr Hrs

**POSITION DATA**
**38 FLSA Category**

39 Bargaining Unit Status

40 Duty Station Code | 41 Duty Station (City - County - State or Overseas Location)

42 Educational Level

43 Citizenship | 44 Supervisory Status

History | Extra Information | Person | Position | Others...

Page 4 of 4:

Request for Personnel Action (NAF Army Appointment, Routing Group:CIVDODHR)

Employee          SSN          Nature of Action

Requesting Info | Position Data | Employee And Position Data | **Remarks And Address**

**PART D - Remarks by Requesting Office**
   (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)
   ○ Yes    ○ No

**PART E - Employee Resignation/Retirement**
   Reasons for Resignation/Retirement

   Forwarding Address | City | State

   Zip Code | Country

**PART F - Remarks**
   Code | Description | Required

History | Extra Information | Person | Position | Others...

# NAF RPA, Continued

| Taskflow Buttons | There are five Taskflow Buttons at the bottom of the NAF RPA: **History, Extra Information, Person, Position,** and **Others.** |
|---|---|

| History | Extra Information | Person | Position | Others... |
|---|---|---|---|---|

| Taskflow Buttons | **<History>:** Scroll to the right to continue viewing the history of the RPA: |
|---|---|
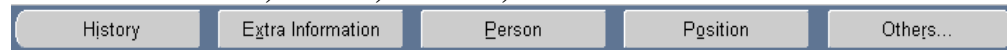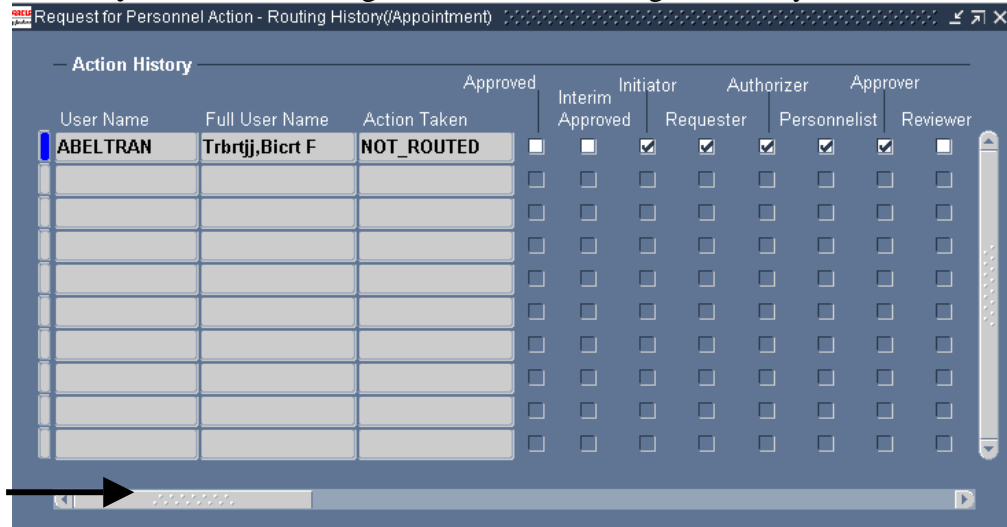


**<Extra Information>:** These are single occurring fields and store most of the employee information. There are 19 **NAF Extra Information Types** (Flexfields) for Army and 20 for Air Force. You will only see the types associated with the NOA being processed.
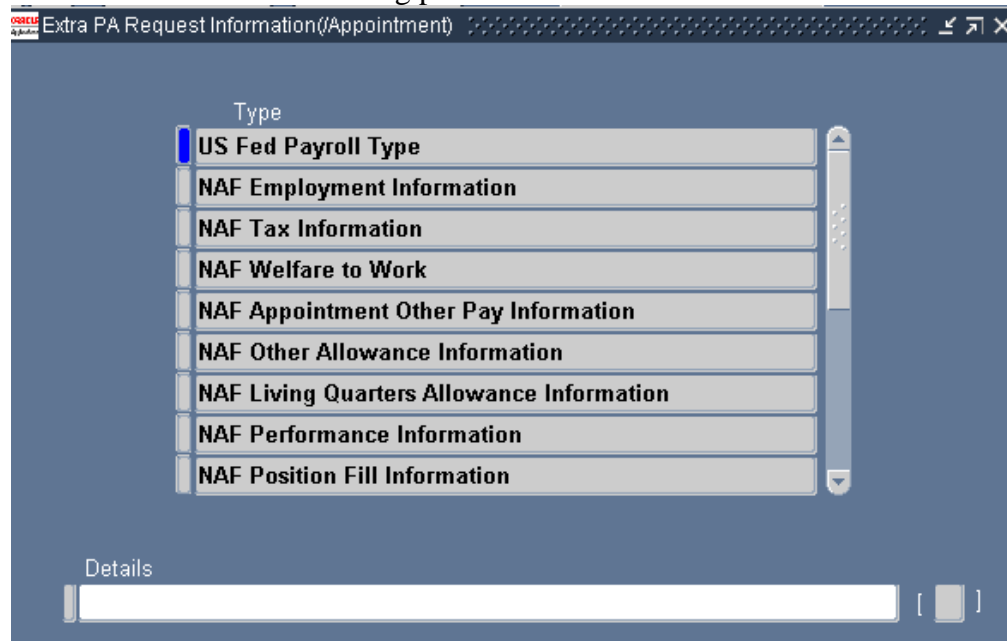


The following flexfields display with an Army NAF Appointment:

**NAF RPA,** Continued

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**Accessing the Extra Information Flexfields**

| Step | Action |
|------|--------|
| 1 | Select **US Fed Payroll Type** from the Extra Information list. |
| 2 | Click in the *Details* Box.  The **US Fed Payroll Type** window opens. |
| 3 | Click the LOV icon to make a selection.  Click the **<OK>** button to update the flexfield. |
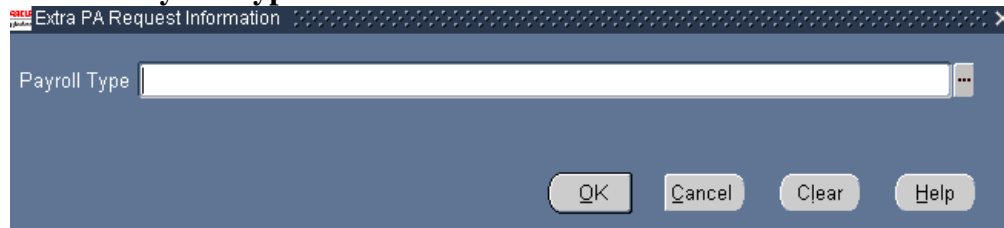
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# NAF RPA, *Continued*

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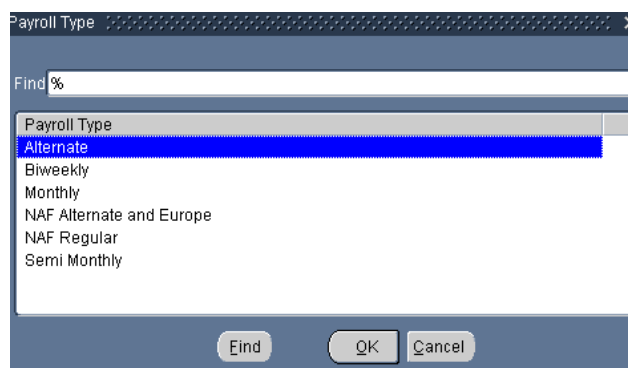
**Flexfields Used with All NAF Appointment Actions**

Use the above steps to access and view the remaining flexfields.

## US Gov Payroll Type:

Extra PA Request Information                                                                                    ✕

Payroll Type [                                                                                              ] ...

OK    Cancel    Clear    Help

Payroll Type                                                                                                   ✕

Find [%                                                                                              ]

| Payroll Type |
| Alternate |
| Biweekly |
| Monthly |
| NAF Alternate and Europe |
| NAF Regular |
| Semi Monthly |

Find    OK    Cancel

**Note:** Army NAF uses only "NAF Alternate and Europe;"+ NAF Regular.
AF NAF uses only "Alternate."
**NAF Employment Info:**

**Note:**
- *Handicap Code* auto-populates with the most common value. You should review and change as required.
- *Race and National Origin* is a mandatory entry for Army NAF.

**NAF Tax Info:**
**NAF Welfare to Work:**
**NAF Appointment Other Pay Info:**
**NAF Other Allowance Info**
**NAF Living Quarters Allowance**
**NAF Performance Info:**
**NAF Position Fill Info:**
**AR NAF Benefits Info:** (Army only)
**NAF Citizenship:**
**NAF Military Reserve:**
**NAF Military Status:**
**NAF Retained Grade:**

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# NAF RPA, Continued

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**Flexfields Used with All NAF Appointment Actions**  (continued)

> **US Gov Retained Grade:**
> **Retirement Information:**
> **NAF Shift Salary Information**
> **NAF WGI Information:**
> **AF NAF Benefits Info:**  (Air Force only)
> **AF NAF Awards Info:**  (Air Force only)
> **AF Insurance:**  (Air Force only)

# NAF RPA, Continued

| | |
|---|---|
| **Remaining Taskflow Buttons** | **\<Person>:** Displays the **People** window.  There are five taskflow buttons which can be used to view information only.  To update these flexfields, refer to: |
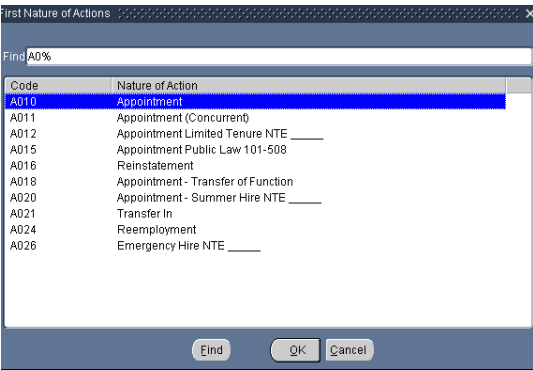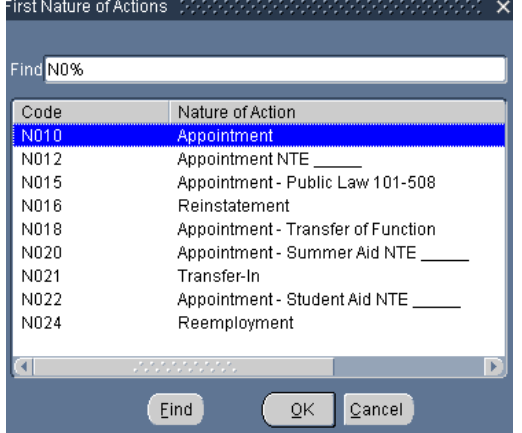
- Module 1, Fundamentals:
  Chap 5, Updating and Viewing the Employee Record.
- Chapter 4, Updating and Viewing NAF Employee Records, in this module.

**\<Position>:** Displays the **Position** window for viewing position data.
Refer to:  Module 2, Chapter 1, Building Positions for updating position data and Chapter 2, Building a NAF Position in this module.

**\<Others>:  N/A**

| | |
|---|---|
| **NAF NOAs** | NAF NOAs begin with a prefix (A=Army; N= AF). |

| Action | Army NOAs | Air Force NOAs |
|---|---|---|
| **Appoint-ment** | <br>First Nature of Actions                                          ✕<br><br>Find A0%<br><br>Code    Nature of Action<br>A010   Appointment<br>A011   Appointment (Concurrent)<br>A012   Appointment Limited Tenure NTE \_\_\_\_<br>A015   Appointment Public Law 101-508<br>A016   Reinstatement<br>A018   Appointment - Transfer of Function<br>A020   Appointment - Summer Hire NTE \_\_\_\_<br>A021   Transfer In<br>A024   Reemployment<br>A026   Emergency Hire NTE \_\_\_\_<br><br>Find   OK   Cancel | <br>First Nature of Actions                                          ✕<br><br>Find N0%<br><br>Code    Nature of Action<br>N010   Appointment<br>N012   Appointment NTE \_\_\_\_<br>N015   Appointment - Public Law 101-508<br>N016   Reinstatement<br>N018   Appointment - Transfer of Function<br>N020   Appointment - Summer Aid NTE \_\_\_\_<br>N021   Transfer-In<br>N022   Appointment - Student Aid NTE \_\_\_\_<br>N024   Reemployment<br><br>Find   OK   Cancel |
| | Extension | Extension |
| | **Non Pay** | **Non Pay** |
| | **Pay Actions** | **Pay Actions** |
| | **Place Person** | **Place Person** |
| | **Separation** | **Separation** |
| | **N/A** | **Retirement** |
| | **N/A** | **Insurance** |

# NAF RPA, Continued

**NOAs with Specific NAF Actions**

| Navigation List | Army NOA Code | Air Force NOA Code | Nature of Action |
|---|---|---|---|
| **Change Actions:** | | | |
| **Military Status** | A070 | N070 | Change in Military Status |
| **SCD** | A071 | N071 | Change in Service Computation Date |
| **Citizenship** | A095 | N095 | Change in Citizenship |
| **Dependent Status** (AF Only) | N/A | N076 | Change in Dependent Status |
| **Family Status** (Army Only) | A076 | N/A | Change in Family Member Status |
| **Guaranteed Hours** (AF Only) | N/A | N895 | Change in Guaranteed Hours |
| **Hours** (Army Only) | A782 | N/A | Change in Hours |
| **Name Change** | A072 | N072 | Name Change |
| **Completion of Prob Period** | A077 | N077 | Completion of Probationary Period |
| **Realignment*** | A096 | N096 | (Realignment of one employee) |
| **Return to Duty** | A088 | N088 | Return to Duty |
| **Recruit/Fill**\*\* | A999 | N999 | Manager Initiated Personnel Action |
| **Position Changes:** | | | |
| **Position Nbr** | A099 | N099 | Change in Position Number (CPCN) |
| **NAFI Number** (Army Only) | A097 | N/A | Change of Standard NAFI Number |
| **Occupational Code** | A094 | N094 | Change in Occupational Code |
| **Position Title** | A093 | N093 | Change in Position Title |
| **Tip Offset** | A081 | N081 | Change in Tip Offset |

\* \*\* Currently all actions are initiated by the Personnel Office.

**Note:** As you complete the **Extra Information** flexfields, **save** the RPA to your in box at least one time.

# Saving and Routing the RPA

**Saving your RPA**

Click the Save ⊞ icon to save your RPA action.

> *Or*

On the Main Menu Bar, click **File → Save**.

> *Or*

Click **File → Save and Proceed**.

**Routing the Request for Personnel Action**

Once you have saved your RPA, a dialog box displays.

Click **<Cancel>** to stop the process and return to the RPA.

> *Or*
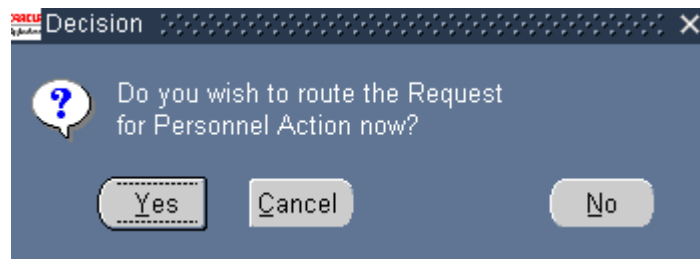
Click **<No>** to save your action to this point and return to the RPA.

> *Or*

Click **<Yes>** to display the **Routing** window.
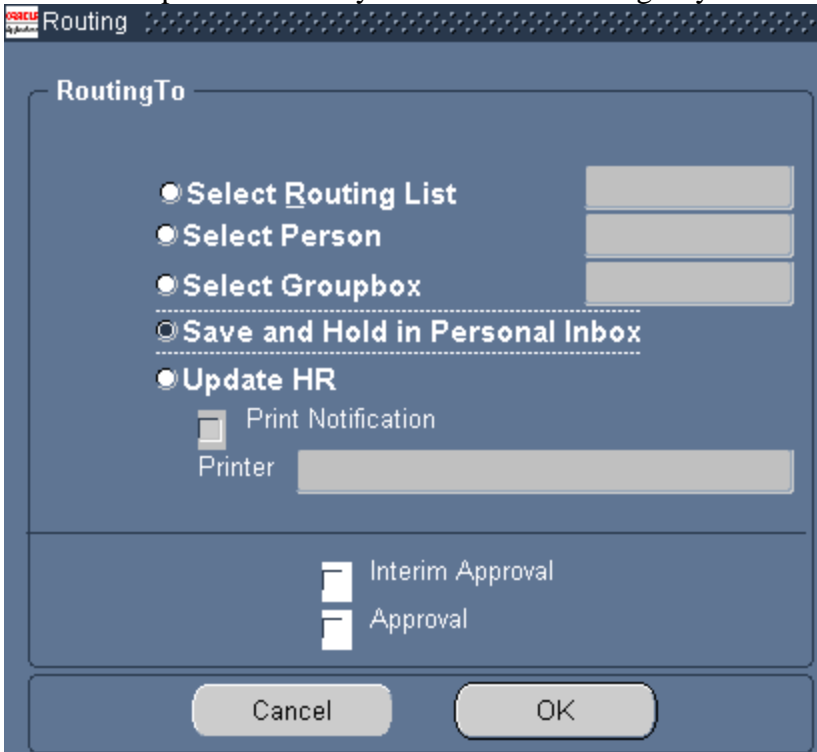
# Saving and Routing the RPA, Continued

**Routing Window**

The **Routing** Window gives you several options for processing your RPA. Select the correct option based on your role in the routing of your RPA.



**Notes:**

- The application defaults to the **Save and Hold in Personal Inbox** option.
- Some of the options in the **Routing** window may be grayed out based on your role and responsibility.

# Saving and Routing the RPA, Continued
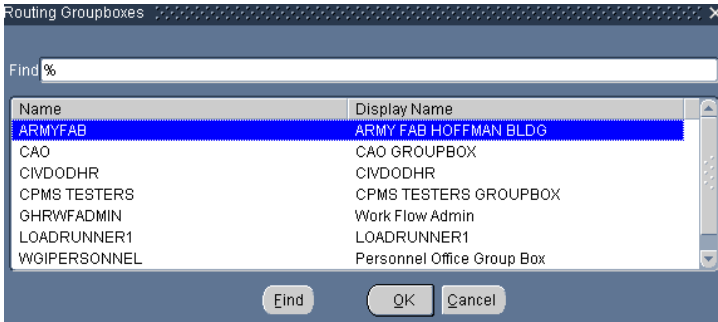
**Routing Window** (continued)

| Routing To Region | Description/Function |
|---|---|
| **Select Routing List** | Click *Select Routing List* then click the LOV icon to display a **Routing Lists** window select a predetermined sequence of recipients. The listing defines the order in which a personal inbox or groupbox receives the workflow notification.<br><br><br><br>Select the correct routing list then click the **<OK>** button to populate the data field. Then click the **<OK>** button on the **Routing** window to route the action. |
| **Select Person** | Click *Select Person* then click the LOV icon to display a **Routing People** window to route the action with a listing of individuals based on their role.<br><br>Select the correct individual to route the action too. Click the **<OK>** button to populate the data field Then click the **<OK>** button on the **Routing** window to route the action to the correct person.<br><br> |

*Continued on next page*

# Saving and Routing the RPA, Continued

**Routing Window** (continued)

| Routing To Region | Description/Function |
|---|---|
| **Select Groupbox** | Click the *Select Groupbox* then click the LOV icon to display **Routing Groupboxes** window.  A groupbox contains a group of people who share a common function in the RPA process.  The Groupbox could contain members of an office, branch, workgroup, etc.  Each Groupbox member's role is individually defined and may or may not be identical to the roles of other Groupbox members. <br><br><br><br>Select the correct Groupbox for routing the action based on its role in the RPA process.  Click the **<OK>** button to populate the data field.  Then click the **<OK>** button on the **Routing** window to route the action. |
| **Save and Hold in Personal Inbox** | Select this option if you have not finished working on the RPA action.  It will be saved in your Civilian Inbox.  You can then select and complete the RPA action at a later time.<br><br>Click the **<OK>** button to save the RPA to your workflow Inbox.<br><br>**Notes:**<br><ul><li>The system automatically defaults to the Save and Hold in Personal Inbox option.</li></ul>You **<u>must</u>** save the action to your Inbox in order to query the RPA from your Inbox after the action has processed. |

*Continued on next page*

# Saving and Routing the RPA, Continued

**Routing Window** (continued)

| Routing To Region | Description/Function |
|---|---|
| **Update HR** | You can select *Update HR* <u>only</u> if you have the assigned role and responsibility of updating the modern DCPDS database.  This procedure will generate a Notification of Personnel Action (NPA).  The modern DCPDS applies the RPA data to the appropriate position and personnel records, replacing existing information with the new information. |
| | Clicking *Update HR* automatically places an "X" in the ***Print Notification*** box if the effective date on the RPA is current or a past date.  You do not have to print a Notification of Personnel Action at this time; therefore, you can deselect the print option.  You can print the personnel action at a later time. |
| | NAF activities and other users of NPAs with four-character NOAs **must** deselect the ***Print Notification*** box to get the action to print.  It will default to your printer on the effective date of the action. |
| | **Note:**  The modern DCPDS application does an edit check on the RPA action when the ***Update HR*** option is clicked, notifying you of corrections that need to be made before any **Update HR** can occur. |
| **Print Notification** | Discussed in the next procedure of this chapter. |
| **Approval** | Click the *Approval* box on the **Routing** Window if you are assigned the role of ***Approver***. |
| | **Note:**  As an *Approver*, you can submit the RPA to **Update HR**, print the Notification for Personnel Action, return the RPA to the initiator to make changes and resubmit, or return the RPA to the Authorizer to make changes and resubmit or to a personnelist to finalize |
| **Interim Approval** | The use of this function is dependent on Component business rules. |
| **<Cancel>** | Click **<Cancel>** to stop the process and return to the RPA. |
| **<OK>** | Click the **<OK>** button to process the action and *Update HR* or to route the action to another inbox. |
| | **Note:**  Follow the instructions if an **Error Message** |

# Printing the RPA/NPA

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**Printing**　　　　There are several methods you can use to print the RPA or NPA.

1.　On the Main Menu Bar click **File** → **Print**.
2.　Click the Print button on the Toolbar.
3.　Print a Request for Personnel Action or a Notification of Personnel Action from the **Routing** window.
4.　For the DoD Customized NOAs, use the **Routing** window to deselect the "X" in the **Print Notification** Window.  It will default to the user's printer.

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**Printing from the Routing Window**

This print action is performed when you *Update HR* from the **Routing** Window.

| Routing To | Description/Function |
|---|---|
| **Print Notification** | Click the box next to *Print Notification*.  The system places an "X" in the box and the *Printer* data field is highlighted. |
| **Printer** | Click in the *Printer* data field, a **Printers** window opens listing all the printers that the system administrator has made available.  Click the correct printer and click **<OK>** to automatically populate the printer data field. |
| | Click the **<OK>** button on the **Routing** window to print the action. |
| | **Note:**  You cannot print a future action with a future effective date. |

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# Printing the RPA/NPA, Continued

**Printing from the Menu Bar or the Toolbar**

- Click **File** → **Print** on the Main Menu Bar or click the **Print** button on the Toolbar.
- The **Printing** window displays. You have the option of printing the Request for Personnel Action (RPA). The Notification of Personnel Action (NPA) is grayed out until on or after the effective date of a finalized personnel action.
- Click your selection based on the action you are completing.
- Click the *Printer* data block to display a listing of printer options. Click the correct printer and click the **<OK>** button to automatically populate the *Printer* data field.
- Click the **<OK>** button on the **Printing** window to print the action. A **Note** window displays with information about your printing request.
- Click the **<OK>** button.

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